

WATER/WASTEWATER TREATMENT COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Water/Wastewater Treatment Coordinator exists is to assist in the training, coordination and scheduling of plant operations staff, as well as performing skilled work involved in the operation and maintenance of the City's water and wastewater treatment plants. This is a working supervisory position. This position reports to the Water/Wastewater Treatment Manager.

ESSENTIAL FUNCTIONS

Performs highly technical work in the operation of city treatment plants. Assists in the development and supervises the application of techniques and methods in various process controls to increase the efficiency of the facilities operations.

Plans, prioritizes, assigns, supervises, directs, and reviews the duties of senior operator staff responsible for operations and maintenance work on city treatment plants: Water Campus Facility, AWT/WRP, CAP and the Chaparral Treatment plants. Evaluate, monitor and review employee performance, provide counseling and execute disciplinary action.

Reviews operation and maintenance work through on the job inspections, conferences and reports.

Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff; assists with complex/situations, and provides technical expertise; coordinates or conducts staff training activities.

Ensures staff compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures, monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Water/Wastewater Treatment Manager or other officials to review operations/activities, review/resolve problems, receive advice/direction and provide recommendations.

Interprets, applies, and enforces all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures compliance of pretreatment and waste control devices/processes applicable with codes/ordinances; ensures protection of health and safety of industrial workers, the public, the environment and publicly owned treatment works; initiates any actions necessary to correct deviations or violations.

Trains staff on new processes, responsible for putting training programs together for new and existing staff.

Oversees and conducts investigations and compliance activities.

Reviews laboratory quality assurance reports.

Evaluates efficiency and effectiveness of operations, programs and use of resources.

Assists in administering budget for area of assignment.

Performs general/preventative maintenance tasks necessary to keep vehicles, equipment and tools in operable condition.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The operation and maintenance of advanced, complex water/wastewater treatment facilities.

Ability to:

Troubleshoot operational issues and work with the Water/Wastewater Treatment Manager and Process Control Analyst to optimize the operation of the various treatment processes.

Read and understand engineering construction plans.

Analyze data and perform mathematical functions.

Maintain regular and consistent attendance and punctuality.

Supervise a large and diverse staff.

Plan and organize treatment plant activities.

Education & Experience

High School Diploma or GED. College coursework and/or technical training in classes specific to Water Technology, Sanitary Engineering, Biology, Chemistry, or related field.

Minimum 5 years operational experience in a large water or wastewater treatment facility and a minimum of 5 years supervisory experience.

Possession of current water AND wastewater certifications from the State of Arizona, with at least one Grade 4 level within one year of hire. Arizona Grade 4 certification in both Water and Wastewater is highly desirable.

No major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified